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Rpts-4

27 July 1965

MEMORANDUM FOR: Chief, Cartography Division, OBI
Chief, Editorial Division, OBI
Chief, Geography Division, OBI
Chief, Map Library Division, OBI
Chief, Publication Division, OBI

SUBJECT: Monthly Reports

1. Monthly Reports of each division for the preceding period will be submitted to the Director, Basic Intelligence, by the third working day of the month. The reports, which need not be lengthy, should emphasize the dynamics of the component's activity. The report, submitted in memorandum form, will follow the outline below:

A. Research and Technical Support Activity and Processing

(Includes significant research project completion; special cartographic services; significant new map completions; non-routine map procurement; generalized MIS production status including particularly pertinent GS or supplementary units.)

B. Planning and Development

(Includes plans and ideas bearing on future programs and activities; outside developments which suggest future project actions; pertinent administrative and policy developments.)

C. Significant Outside Contacts and Activities

(Includes contacts, generally outside of OBI, which have resulted in some significant achievement; participation in established inter-agency committees; special briefings, debriefings, speeches; ad hoc meetings of special interest.)

D. Problems

(Includes both developing and unresolved problems which have their source outside the Office.)

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GROUP 1
Excluded from automatic
downgrading and
declassification

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E. Miscellaneous

(Includes special employee activities of importance; commendations and criticisms received.)

F. Appendix


(Statistical data such as scheduled and actual MIS and Gazetteer production and publication and quality ratings and other data as now being submitted by CD, GD, and MLD.)

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Executive Assistant
Office of Basic Intelligence

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